



University of Colorado

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## EMPLOYEE SERVICES

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# Additional Tax Withholding

If you would like request a whole dollar amount to be withheld in addition to the amount of withholding based on your marital status and withholding allowances claimed on your W-4, you have two options:

## Federal taxes

If you need to request this change for your federal taxes, please follow these steps to do so the employee portal:

1. Log into your [portal](#) [1].
2. Go to the **CU Resources** tab. (If you don't have any tabs in your portal, the CU Resources area is your homepage.)
3. Access the **W-4** option in the **My Info and Pay** menu in the top horizontal menu bar. (Note: Before you can access this information, you'll be prompted to verify your identity using [multi-factor authentication](#) [2].)
4. Look for **Enter Additional Amount, if any, you want withheld from each paycheck** and enter the additional amount you would like withheld.

## Colorado state taxes

Use the form below to request, edit or cancel a whole dollar amount of Colorado state taxes to be withheld.

For more information on withholding, see [IRS Publication 15](#) [3].

### Attachments:

[Additional Tax Withholding Form](#) [4]

### Groups audience:

Employee Services

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**Source URL:** <http://www.cu.edu/employee-services/additional-tax-withholding>

**Links:**

[1] <https://my.cu.edu>

[2] <http://www.cu.edu/employee-services/it-takes-two-portal-security-strengthened-new-tool>

[3] <https://www.irs.gov/pub/irs-pdf/p15.pdf>

[4] <http://www.cu.edu/doc/additional-tax-withholding-form.xlsx>